



# USAID | HONDURAS

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## Vacancy Announcement USAID FN No. 08-016

**Position Title:** Secretary (HPN)

**Full Level of Performance:** FSN PSC - 07

**Area of Consideration:** All interested candidates who have the required work and/or residency permits

**Location of Position:** Health, Population and Nutrition Office (HPN)  
Tegucigalpa - Honduras

**Closing Date:** October 28, 2008

**Hours of Work:** Monday through Friday (40 hours per week)

### BASIC FUNCTION:

Serves as the Secretary in the Health, Population and Nutrition Office (HPN), providing administrative and secretarial support to the US Direct Hire (USDH) and Foreign Service National (FSN) staff responsible for the Health and PL480 Title II portfolios.

### MAJOR DUTIES AND RESPONSIBILITIES:

% of Time

1. Provides administrative and secretarial support to the USDH and FSN staff as assigned in the management and monitoring of the health program. Also provides support to PL480 Title II activities including Title II Development Assistance Proposals (DAPS) implemented by Save the Children, Adventist Development Agency, and World Vision. Assistance is provided in the accurate and timely preparation, processing, and follow up of program documentation (i.e. Project Implementation Orders, Project Implementation Letters, Action Memoranda, and other project correspondence along with such support documents as necessary), translations, organizing agendas, drafting welcome and monetization cables, preparing Modified Acquisition and Assistance Request Documents (MAARDs), work order requests, preparation of Title II Resources/Requests cables, voucher preparation, and forwards calls amongst others. 40%
2. Administers the HPN USDH and FSN calendars. Schedules and arranges meetings and appointments, reserves meeting rooms, and receives visitors. Arranges meetings with internal Mission staff, government officials, and partners. Arranges travel, including reservations, ticketing, hotels, vehicle requests and other transportation for the Health Office staff, TDYer's, and visitors to post, including the preparation of country clearance cables. Coordinates the responses from the USDH and FSN staff on information requests, funds, and meetings. 15%
3. Receives and screens mail for the HPN and PL480 Title II staff, making sure of the correct distribution to the appropriate staff. Assembles background information by retrieving information from the HPN and Records and Correspondence (C&R) files. Reviews all outgoing mail for proper address, routing, and typographical and grammatical errors before forwarding to C&R for distribution, delivering, or mailing. 10%
4. Serves as the File Custodian for the HPN and PL 480 Title II programs. Organizes and maintains the filing system in accordance with USAID guidance. Prepares old records and documents for offsite storage, and ultimate destruction, or forwards to Washington as appropriate. Ensures coding of filed and archived documents meets standards for easy identification, including separation and identification of subject and working files. 5%

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| 5. Organizes internal and external meetings, field trips, VIP visits, and CODELs for the Health and PL480 Title II programs. In addition, manages participation on trainings; responsible for documentation processes and logistical support as needed. | 5% |
| 6. Provides coordination assistance with MESA CESAR (health donor table), the PL 480 Title II coordination meetings, and the Food Security Coalition meetings (coordination table).   | 5% |
| 7. Serves as the main Time Keeper for all HPN staff.  | 5% |
| 8. Translates, drafts and edits, in both English and Spanish, official documents, project documentation, which includes spreadsheets and presentations, and other materials.  | 5% |
| 9. Maintains and controls office supplies for all the HPN Office.   | 5% |
| 10. Perform other duties as assigned  | 5% |

**MINIMUM REQUIRED QUALIFICATIONS (Applicants must fill all requirements)**

**EDUCATION:** Completion of secondary school in specialized secretarial training in English and Spanish. Technical or other higher education degree is desirable.

**EXPERIENCE:** Three (3) to five (5) years of progressively responsible secretarial and administrative experience with management positions is required.

**LANGUAGE:** Level III (Good Working Knowledge) in English and Level IV (Fluent) in Spanish.

**KNOWLEDGE:** A thorough knowledge of administrative office procedures including operating procedures, correspondence formats, protocol, filing requirements, and other clerical/secretarial actions. Must have a good knowledge of PC software applications such as Windows and Microsoft Office applications.

**SKILLS AND ABILITIES:**

Excellent communication and interpersonal skills. Tact, diplomacy and discretion are required in order to manage sensitive information of the Health and PL480 Title II programs and when dealing with Ministers, very high level Government of Honduras (GoH) officials, implementing partners and other donor country representatives. Must have excellent organization skills and be able to work with others as part of a team. Ability to obtain, organize, and present data in a logical manner is required. Must be able to effectively use word processing, power point, and excel in the preparation of documents that are required. Ability for doing and understanding basic arithmetic in order to prepare routine vouchers, purchase orders and Modified Acquisition and Assistance Request Documents (MAARD) for the Health and PL480 Title II programs. Level II Typing (40 WPM).

**Additional selection criteria:** The selected applicant will have to satisfy the requirements of a preemployment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP). The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the minimum required qualifications. Locally Employed Staff (LES or FSN) must have been working for more than one (1) year in their present position in order to be eligible to apply.

Qualified applicants should submit their Application for Employment (OF-612) or résumé to USAID/Honduras **no later than Tuesday, October 28, 2008**. The Application Form (OF-612) is available by calling at Tel. 236-9320 Ext. 4521 or by accessing <http://www.usaid.gov/hn/OF612.dot>. Applications can be sent by mail to: **USAID/Honduras EXO/PER, P.O. Box 3453**; by e-mail to: [lalmendarez@usaid.gov](mailto:lalmendarez@usaid.gov); or by fax to: 236-7776. **Att.: Ligia Almendarez.** Please ensure the application makes reference to the PositionTitle mentioned in this announcement. The following websites are available for additional information: <http://honduras.usembassy.gov/vacancies/index.htm> or <http://www.usaid.gov/hn/employment.htm>.

  
**Leonardo Paredes**  
 Acting Executive Officer